MI-Access
Instructions for Materials Return

1. Inventory all materials returned by each School Coordinator by using the district copies of the school packing lists. If secure materials are missing, please obtain them from the appropriate coordinator. You must also inventory and return any overage materials.

2. Check each school's School Return Envelope(s) for completeness by doing the following:

   A. Verify that all the answer documents have been grouped by type and that each grouping of answer documents has an appropriately completed School/Answer Document Header Sheet on top of it.

   B. Verify the count of answer documents behind each header sheet against the answer document count on the header sheets. Resolve any discrepancies with School Coordinators prior to returning materials. Do not include any answer documents that have been marked "DO NOT SCORE" in the count.

   C. If Class/Group ID Sheets are being utilized, verify the accuracy of the class/group codes on the Class/Group ID Sheets. Please also verify the class/group code entered on the individual student answer documents.

   D. Verify that each answer document being returned for scoring has a correct Pre-ID student barcode label. If any barcode labels are missing or incorrect, you may print them from the BAA Secure Site (https://baa.state.mi.us/BAASecure). **A $10 fee will be charged for each scored answer document returned without a barcode label.**

   E. Lastly, verify that the outside of each School Return Envelope has been completed accurately with the district and school information. Check the boxes of all Special Handling options that are applicable. Make sure you leave the envelopes unsealed.

3. Locate the District Return Sheet and complete the front and back of the sheet. On the front, fill out the district name and district code. Follow the instructions on the District Return Sheet. Please verify that all the schools that assessed students using MI-Access tests are accounted for on the District Return Sheet. Attach additional pages and record the school names and school codes if you need more space than is provided. The District Coordinators should print and sign their names after verifying that all of the items on the District Return Sheet have been completed.

4. Use the boxes that your testing materials were originally shipped in to pack the materials for **return to Measurement Incorporated**. If the original boxes are not available, use other sturdy boxes. Please DO NOT USE copier paper boxes.

5. Pack materials into your box(es) in the following order. Please note all secure items must be returned. A diagram is available in Appendix G in the MI-Access manual.

   A. Begin by placing all unused assessment booklets and other test materials such as used or unused picture cards and used or unused accommodated versions (CDs, enlarged print, or Braille) in the bottom of the box. Place the green divider sheet on top of these materials. Do NOT return rulers or administration manuals.

   B. Take the remaining used assessment booklets and place them on top of the green divider sheet. Place the gold divider sheet on top of the used assessment booklets.

   C. Place all School Return Envelopes on top of the gold divider sheet. Please verify that envelopes for all the schools listed on the District Return Sheet are enclosed. Most districts will be able to pack all

materials into one box; however, if all of your materials will not fit into one box, please make sure that the School Return Envelopes are in Box 1 of your return shipment. If there are too many envelopes to fit into one box, proceed by packing the remainder into box 2. Ensure that the District Return Sheet is shipped in Box 1.

D. Lastly, sign and date the District Return Sheet and place it faceup on top of the School Return Envelopes in Box 1. Retain a copy for your records. If there are multiple pages, please staple them. This document will be used to verify that all School Return Envelopes are accounted for upon return.

6. Do not return the OSA Security Compliance Form to the contractor. The state requires districts to keep these forms on file for one year following assessment administration.

7. The Scoring Documents sheets that were used during the Participation and Supported Independence observations and online score entry, **should be retained by the school and do not need to be returned**.

8. Fill excess space with paper or cardboard if needed to keep the items protected during transit.

9. Adhere a yellow Materials Return label to the top of each box. Fill in the district name and district code and the Box ___ of ___ fields for each box. Then securely seal each box with packaging tape.

10. Complete the "from" or sender's section on the FedEx Express airbill and attach it to Box 1 of your shipment. You only need one airbill on Box 1 of your entire shipment. Then follow the instructions below to arrange your pickup. If you do not have enough yellow Materials Return labels and/or FedEx Express airbills, place an order on the BAA Secure Site.

NOTE: Do not mark in any other section on the airbill. They have been preprinted with the accurate shipping destination and billing information.

Instructions for Returning via FedEx Express

1. Place the boxes where the FedEx driver normally delivers or picks up packages.

2. To schedule a pickup, call 1-800-GoFedEx (1-800-463-3339). After the voice prompt, "Welcome to FedEx. In a few words, please tell me what you're calling about," **you can press 9 or say, "Premier Customer Service Program."**

3. When prompted, enter 999 999 933 as the nine-digit FedEx account number. You should be transferred to a specialized Premier Customer Service Representative. If all Premier Customer Service Representatives are busy, your call may be forwarded to a regular Customer Service Representative. A Premier Customer Service Representative will be able to answer more MI-Access-specific shipping questions more accurately than a regular Customer Service Representative, but either will be able to help you schedule your MI-Access pickup if you specify that you need to schedule a **FedEx Express pickup** for the MI-Access project.

4. Please have the following information available when you call:

   - phone number (if you have called to schedule FedEx pickups or ship materials prior to this call, FedEx will have your address information in their system; otherwise, this information will need to be provided);
   - the pickup date;
   - the total number of boxes you are returning; and
   - the average box weight (**you can use 30 pounds per box**).

5. For "multiple-piece shipments" the FedEx driver will produce individual labels for each box linking it to the airbill on Box 1. Please retain the sender's copy of the airbill for your records, as it contains the master tracking number for your return shipment.

6. After returning ALL of your MI-Access materials for this project, destroy any remaining FedEx Express airbills, as these are project specific.